

# Enlisted Promotions System

## Field Level User Guide

Webware Version 3.0

Programmed by: SSG Joseph Crane  
CA-ARNG MILPO Automation

**Overview:** The Enlisted Promotions System (EPS) webware is designed to allow units to identify soldiers eligible for promotion based on the current National Guard Bureau and Locally published policy. Using Internet Explorer and an internet connection, authorized users can access the system from any computer, anywhere in the world. The web address of this application is: [REDACTED]

**Intended Audience:** Each unit is authorized up to 3 users in the Security Model. These users have the ability to query, generate reports, and input updates to scores. Access to the security model is controlled by each unit's Brigade / G-1. Only authorized users in the security model will be able to access the site.

**Required Equipment:** To properly use this website you must have the following:

- Internet Explorer 5.5 or higher. (Due to the scripting requirements in this application, we do not support Netscape).
- A valid login and password to the CA-ARNG Network.
- Internet Access
- Printer with paper & toner

**Responsibilities:**

1. Commander:
  - a. Ensure the appropriate unit fulltime staff are listed in the Security Model and can access the site.
  - b. Identify the soldiers not eligible and inform them of their non-eligibility status (this includes those listed on the eligibility roster as NCOES Only).
  - c. Identify and counsel those soldiers the commander does not recommend using the provided system generated counseling statement.
  - d. Ensures copies of the system generated CA ARNG Form 4100-E to the soldier for review and update as applicable. These must be provided with enough time for the soldier to compile the changes and return them to the unit for input (60 days recommended).
  - e. Ensure the unit fulltime personnel input the validated changes to the CA ARNG Form 4100 in the Sidpers Web Coding system at a minimum of 72 duty hours prior to the boards closure.
  - f. Review the system to ensure changes input in the Sidpers Web Coding system are reflected online at least 24 duty hours prior to the boards closure.
  - g. Ensure the unit fulltime personnel print a copy of the Points Summary Roster upon completion of the unit input and reflected update. This copy is to be maintained on file.
2. 1SG:
  - a. Ensures the supervisor distributes the CA ARNG Form 4100-E to the soldier in time to annotate and return the source documents.
  - b. Monitors supervisors to ensure they receive all completed and signed CA ARNG Form 4100-E worksheets or a counseling statement from the

soldier informing them they have failed to meet the unit suspense for packet turn-in.

- c. Ensures adequate time is provided for the unit fulltime staff input the Sidpers Changes, mileage choices, and evaluation scores (as applicable) not less than 72 hours prior to the close of the board.

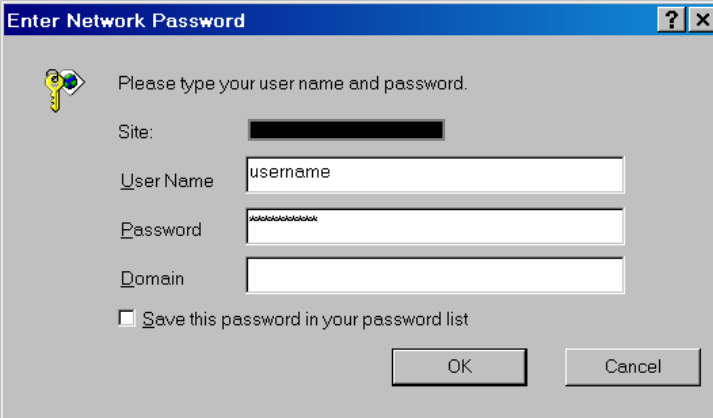
3. Unit Fulltime Staff:

- a. Ensures that Eligibility Screen and CA ARNG 4100-Es are printed and provided to the commander for review and release to the 1SG.
- b. Reviews the returned 4100-Es and attached source documents to ensure annotations are supported based on the current state and NGB guidance.
- c. Inputs the supported updates into the EPS Webware system not less than 72 hours prior to the close of the board.
- d. Inputs the changes into the Sidpers Auto Code site as applicable.
- e. Reviews the input changes 24 hours later to ensure all updates are reflected.
- f. Prints the Points Summary Roster and maintains a copy on file at the unit.

## Application Overview:

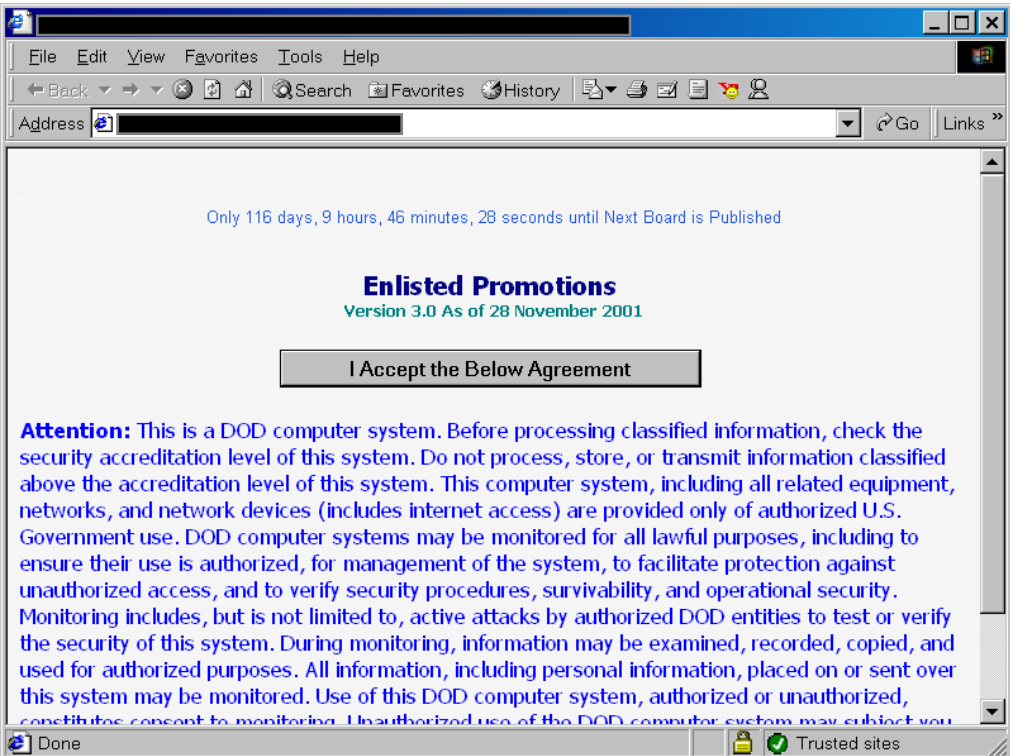
### a. Logging On to the System

#### Step 1.

A Windows-style dialog box titled "Enter Network Password" with a question mark icon and a close button. It contains a key icon and the text "Please type your user name and password." Below this are four input fields: "Site:" (a blacked-out box), "User Name" (containing "username"), "Password" (containing masked characters), and "Domain" (empty). At the bottom is an unchecked checkbox labeled "Save this password in your password list" and two buttons: "OK" and "Cancel".

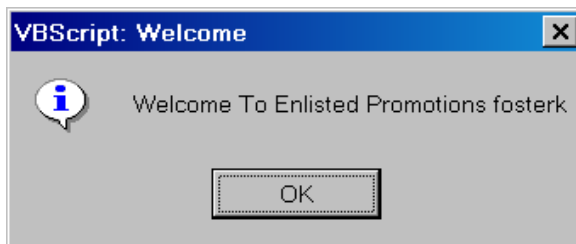
Enter your CA-ARNG user name and password in the box provided. Only if you are connecting from outside the CA-ARNG network, type CA-ARNG in the domain box. Press the OK button.

#### Step 2

A screenshot of a web browser window. The address bar is empty. The page content includes a blue text line: "Only 116 days, 9 hours, 46 minutes, 28 seconds until Next Board is Published". Below this is the title "Enlisted Promotions" in bold, followed by "Version 3.0 As of 28 November 2001" in green. A button labeled "I Accept the Below Agreement" is centered. Below the button is a large block of blue text starting with "Attention: This is a DOD computer system. Before processing classified information, check the security accreditation level of this system. Do not process, store, or transmit information classified above the accreditation level of this system. This computer system, including all related equipment, networks, and network devices (includes internet access) are provided only of authorized U.S. Government use. DOD computer systems may be monitored for all lawful purposes, including to ensure their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes, but is not limited to, active attacks by authorized DOD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied, and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DOD computer system, authorized or unauthorized, constitutes consent to monitoring. Unauthorized use of the DOD computer system may subject you...". The browser's status bar at the bottom shows "Done" and "Trusted sites".

Click on the "I accept the below agreement" button. Bookmark this page only, if you bookmark any page beyond this the application will not work.

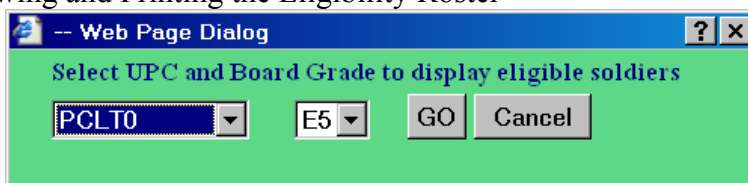
Step 3



Press OK to enter the site. If you receive a message stating you are not an authorized user, please contact your Senior Command / G-1 representative for assistance.

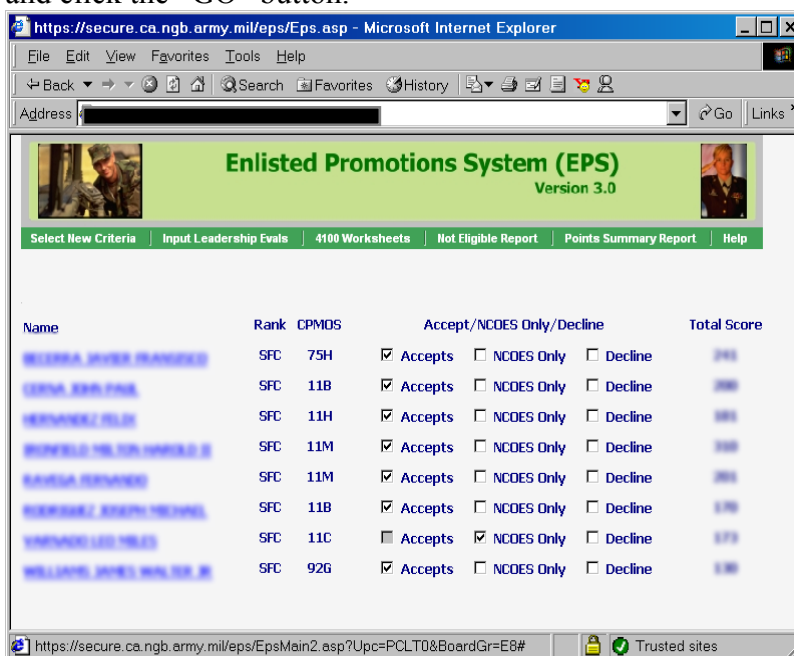
b. Reviewing and Printing the Eligibility Roster

Step 1



Choose the Unit and Board Grade (grade to which competing for promotion to) and click the "GO" button.

Step 2



This will display the Soldier Eligibility Roster. This roster displays soldiers who are eligible for promotion and who would be eligible if they had completed their NCOES requirement. Those who have not completed their NCOES requirement will only be able to choose "NCOES Only" or "Decline". To print this roster, with your mouse hovering over the white background, click the right mouse button. Next click "Print" with your left mouse button from the pop-up menu that will appear. If the menu does not appear, repeat the process paying particular attention to the left and right mouse buttons in the instructions.

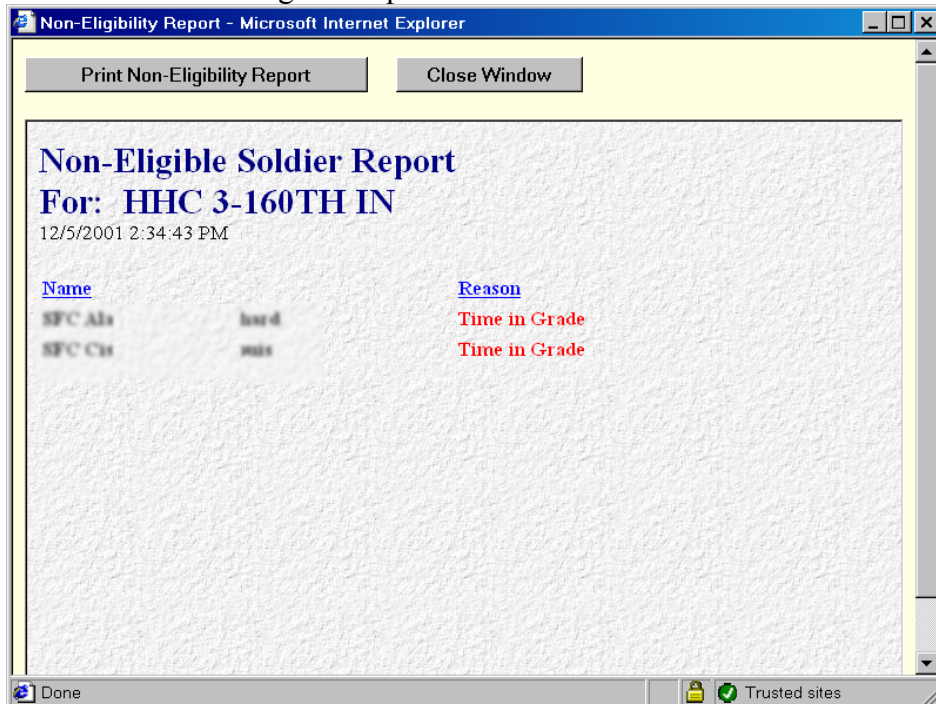
c. Reviewing the Non-Eligible Roster

Step  
1



Click on the “Not Eligible Report”

Step  
2



To Print the roster, click the “Print Non-Eligibility Report” button. Once printed, close the window.

d. Generating the CA-ARNG 4100-Es for the unit

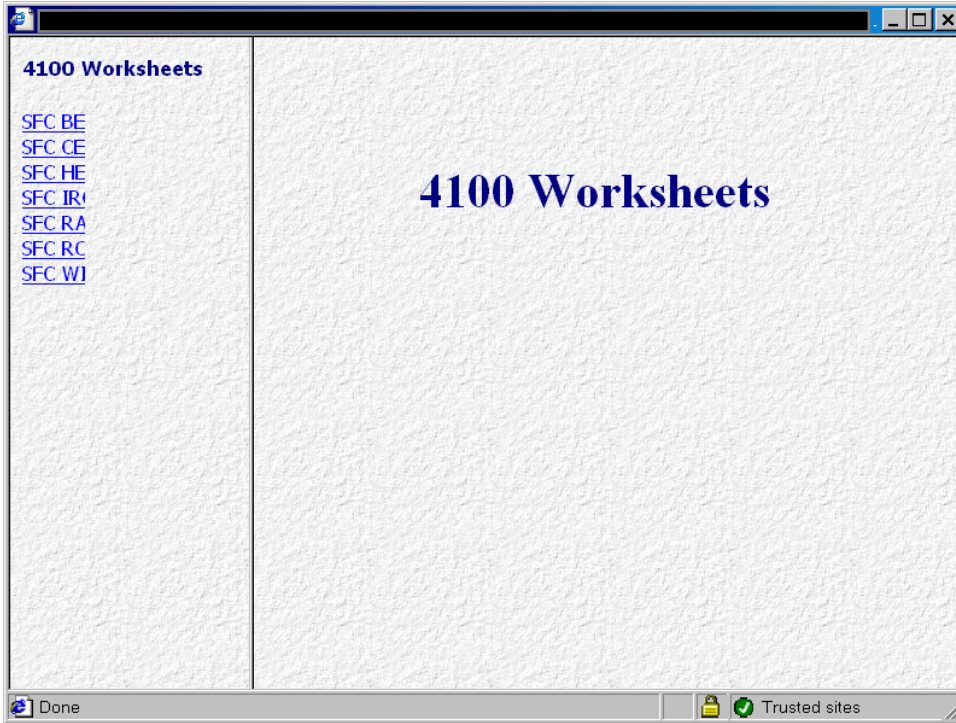
Step  
1



Click on the “4100 Worksheets” button to display the 4100’s for the grade you have selected. (Only the grade you chose at the beginning will appear).

Note: To select a different board grade, click on the “Select New Criteria” button.

## Step 2



To print a 4100 worksheet, click on the soldiers name and it will appear in the space to the right.

### Step 3

| 4100 Worksheets   |   | Print 4100 Worksheet   |   |      |   |        |   |      |   |          |   |      |   |      |   |      |   |     |   |      |   |      |   |     |   |      |   |     |   |    |   |     |   |        |   |     |   |     |   |     |   |      |   |    |   |     |   |      |   |     |   |       |   |     |   |    |   |    |   |    |   |          |   |      |   |      |   |      |   |      |   |      |   |  |  |  |  |  |  |
|---|---|--|---|------|---|--------|---|------|---|----------|---|------|---|------|---|------|---|-----|---|------|---|------|---|-----|---|------|---|-----|---|----|---|-----|---|--------|---|-----|---|-----|---|-----|---|------|---|----|---|-----|---|------|---|-----|---|-------|---|-----|---|----|---|----|---|----|---|----------|---|------|---|------|---|------|---|------|---|------|---|--|--|--|--|--|--|
| <a href="#">SFC BE</a><br><a href="#">SFC CE</a><br><a href="#">SFC HI</a><br><a href="#">SFC IR</a><br><a href="#">SFC R/</a><br><a href="#">SFC Ri</a><br><a href="#">SFC W</a> |   | <h3 style="text-align: center;">Enlisted Promotion Worksheet</h3> <p style="text-align: center;"><u>Soldier Data</u></p> <p>Name F.....I.....L SSN 533-00-0150</p> <p style="padding-left: 100px;">Rank SFC</p> <p>NCOES ANCOC CIVED HIGH SCHOOL GRAD</p> <p>CPMOS 11B</p> <hr/> <p><u>Awards</u></p> <table> <tr> <td>MOH</td><td>0</td> <td>DSC</td><td>0</td> <td>AFEM</td><td>0</td> <td>AAM</td><td>0</td> <td>JSCM</td><td>0</td> <td>DMSM</td><td>0</td> </tr> <tr> <td>DSSM</td><td>0</td> <td>LOM</td><td>0</td> <td>DDSM</td><td>0</td> <td>EFMB</td><td>0</td> <td>POW</td><td>0</td> <td>ARCM</td><td>0</td> </tr> <tr> <td>MSM</td><td>0</td> <td>BS</td><td>0</td> <td>DFC</td><td>0</td> <td>DRVBDG</td><td>0</td> <td>KSM</td><td>0</td> <td>CIB</td><td>0</td> </tr> <tr> <td>CMB</td><td>0</td> <td>JSAM</td><td>0</td> <td>PH</td><td>0</td> <td>DSM</td><td>0</td> <td>MECH</td><td>0</td> <td>VSM</td><td>0</td> </tr> <tr> <td>SWASM</td><td>0</td> <td>EIB</td><td>0</td> <td>AM</td><td>0</td> <td>SM</td><td>0</td> <td>SS</td><td>0</td> <td>TOMB GRD</td><td>0</td> </tr> </table> <p><u>State Awards</u></p> <table> <tr> <td>CAOC</td><td>0</td> <td>CAMV</td><td>0</td> <td>CACM</td><td>0</td> <td>CAMM</td><td>0</td> </tr> <tr> <td>CACM</td><td>0</td> <td></td><td></td> <td></td><td></td> <td></td><td></td> </tr> </table> |   | MOH  | 0 | DSC    | 0 | AFEM | 0 | AAM      | 0 | JSCM | 0 | DMSM | 0 | DSSM | 0 | LOM | 0 | DDSM | 0 | EFMB | 0 | POW | 0 | ARCM | 0 | MSM | 0 | BS | 0 | DFC | 0 | DRVBDG | 0 | KSM | 0 | CIB | 0 | CMB | 0 | JSAM | 0 | PH | 0 | DSM | 0 | MECH | 0 | VSM | 0 | SWASM | 0 | EIB | 0 | AM | 0 | SM | 0 | SS | 0 | TOMB GRD | 0 | CAOC | 0 | CAMV | 0 | CACM | 0 | CAMM | 0 | CACM | 0 |  |  |  |  |  |  |
| MOH   | 0 | DSC  | 0 | AFEM | 0 | AAM    | 0 | JSCM | 0 | DMSM     | 0 |      |   |      |   |      |   |     |   |      |   |      |   |     |   |      |   |     |   |    |   |     |   |        |   |     |   |     |   |     |   |      |   |    |   |     |   |      |   |     |   |       |   |     |   |    |   |    |   |    |   |          |   |      |   |      |   |      |   |      |   |      |   |  |  |  |  |  |  |
| DSSM  | 0 | LOM  | 0 | DDSM | 0 | EFMB   | 0 | POW  | 0 | ARCM     | 0 |      |   |      |   |      |   |     |   |      |   |      |   |     |   |      |   |     |   |    |   |     |   |        |   |     |   |     |   |     |   |      |   |    |   |     |   |      |   |     |   |       |   |     |   |    |   |    |   |    |   |          |   |      |   |      |   |      |   |      |   |      |   |  |  |  |  |  |  |
| MSM   | 0 | BS   | 0 | DFC  | 0 | DRVBDG | 0 | KSM  | 0 | CIB      | 0 |      |   |      |   |      |   |     |   |      |   |      |   |     |   |      |   |     |   |    |   |     |   |        |   |     |   |     |   |     |   |      |   |    |   |     |   |      |   |     |   |       |   |     |   |    |   |    |   |    |   |          |   |      |   |      |   |      |   |      |   |      |   |  |  |  |  |  |  |
| CMB   | 0 | JSAM   | 0 | PH   | 0 | DSM    | 0 | MECH | 0 | VSM      | 0 |      |   |      |   |      |   |     |   |      |   |      |   |     |   |      |   |     |   |    |   |     |   |        |   |     |   |     |   |     |   |      |   |    |   |     |   |      |   |     |   |       |   |     |   |    |   |    |   |    |   |          |   |      |   |      |   |      |   |      |   |      |   |  |  |  |  |  |  |
| SWASM   | 0 | EIB  | 0 | AM   | 0 | SM     | 0 | SS   | 0 | TOMB GRD | 0 |      |   |      |   |      |   |     |   |      |   |      |   |     |   |      |   |     |   |    |   |     |   |        |   |     |   |     |   |     |   |      |   |    |   |     |   |      |   |     |   |       |   |     |   |    |   |    |   |    |   |          |   |      |   |      |   |      |   |      |   |      |   |  |  |  |  |  |  |
| CAOC  | 0 | CAMV   | 0 | CACM | 0 | CAMM   | 0 |      |   |          |   |      |   |      |   |      |   |     |   |      |   |      |   |     |   |      |   |     |   |    |   |     |   |        |   |     |   |     |   |     |   |      |   |    |   |     |   |      |   |     |   |       |   |     |   |    |   |    |   |    |   |          |   |      |   |      |   |      |   |      |   |      |   |  |  |  |  |  |  |
| CACM  | 0 |  |   |      |   |        |   |      |   |          |   |      |   |      |   |      |   |     |   |      |   |      |   |     |   |      |   |     |   |    |   |     |   |        |   |     |   |     |   |     |   |      |   |    |   |     |   |      |   |     |   |       |   |     |   |    |   |    |   |    |   |          |   |      |   |      |   |      |   |      |   |      |   |  |  |  |  |  |  |

To print the 4100 Worksheet, click on the “Print 4100 Worksheet” button at the top of the screen. To choose a new soldier to print, click their name from the listing on the left.

## e. Updating Scores in the System

Step  
1

| Name  | Rank | CPMOS | Accept/NCOES Only/Decline  | Total Score |
|---|------|-------|--|-------------|
| <a href="#">BEI</a> <a href="#">J</a> <a href="#">SISCO</a>   | SFC  | 75H   | <input checked="" type="checkbox"/> Accepts <input type="checkbox"/> NCOES Only <input type="checkbox"/> Decline | 11          |
| <a href="#">CEI</a> <a href="#">JH</a>                        | SFC  | 11B   | <input checked="" type="checkbox"/> Accepts <input type="checkbox"/> NCOES Only <input type="checkbox"/> Decline | 30          |
| <a href="#">HEI</a> <a href="#">JE</a>                        | SFC  | 11H   | <input checked="" type="checkbox"/> Accepts <input type="checkbox"/> NCOES Only <input type="checkbox"/> Decline | 31          |
| <a href="#">IRI</a> <a href="#">DI</a> <a href="#">OLD II</a> | SFC  | 11M   | <input checked="" type="checkbox"/> Accepts <input type="checkbox"/> NCOES Only <input type="checkbox"/> Decline | 10          |
| <a href="#">RA</a> <a href="#">FE</a>                         | SFC  | 11M   | <input checked="" type="checkbox"/> Accepts <input type="checkbox"/> NCOES Only <input type="checkbox"/> Decline | 11          |
| <a href="#">RO</a> <a href="#">EZ</a> <a href="#">HAEL</a>    | SFC  | 11B   | <input checked="" type="checkbox"/> Accepts <input type="checkbox"/> NCOES Only <input type="checkbox"/> Decline | 70          |
| <a href="#">VA</a> <a href="#">JI</a>                         | SFC  | 11C   | <input type="checkbox"/> Accepts <input checked="" type="checkbox"/> NCOES Only <input type="checkbox"/> Decline | 73          |
| <a href="#">WI</a> <a href="#">S</a> <a href="#">TER JR</a>   | SFC  | 92G   | <input checked="" type="checkbox"/> Accepts <input type="checkbox"/> NCOES Only <input type="checkbox"/> Decline | 30          |

Click on the soldiers name from the Eligibility Listing. This will open a new window.

Step  
2

### Soldier Points Summary

Federal and State awards added together can only equal max 75 points. Points may seem higher on this screen but max out at 75.

**Federal Awards** 75 [Update Federal Awards](#)

**State Awards** 65 [Update State Awards](#)

**Resident Crs Weeks** 19 [Update Resident Weeks](#)

**Correspondance Crs Hours** 0 [Update Correspondance Hours](#)

**Weapons Qual** 0 [Update Weapons Qual](#)

**APFT** 66 [Update Apft](#)

**Mileage**  ☐ Accept 1SG Position

[Update Mileage and Ldr Position](#)

This will display the individual scores coded in Sidpers. These scores are not reflective of the actual score the soldier may receive. In this example, the soldier has 75 points for federal awards and 65 points for state awards. The maximum score you can receive in the Awards category is 75. This capped score is accurately reflected in the Eligibility Screen and the Points Summary Report.



Step  
3

### Soldier Points Summary

Federal and State awards added together can only equal max 75 points.  
Points may seem higher on this screen but max out at 75.

**Federal Awards** 75 [Update Federal Awards](#)  
**State Awards** 65 [Update State Awards](#)  
**Resident Crs Weeks** 19 [Update Resident Weeks](#)  
**Correspondance Crs Hours** 0 [Update Correspondance Hours](#)  
**Weapons Qual** 0 [Update Weapons Qual](#)  
**APFT** 66 [Update Apft](#)

**Mileage** 1 (0-50) ☐ Accept 1SG Position

Update Mileage and Ldr Position

Step  
4

To Update an area, click on the Update link to the right of the area you need to update.

### Soldier Points Summary

Federal and State awards added together can only equal max 75 points.  
Points may seem higher on this screen but max out at 75.

**Federal Awards** 75 [Update Federal Awards](#)  
**State Awards** 65 [Update State Awards](#)  
**Resident Crs Weeks** 19 [Update Resident Weeks](#)  
**Correspondance Crs Hours** 0 [Update Correspondance Hours](#)  
**Weapons Qual** 0 [Update Weapons Qual](#)  
**APFT** 66 [Update Apft](#)

**Mileage** 1 (0-50) ☐ Accept 1SG Position

Update Mileage and Ldr Position

Step  
5

To set the Mileage choice, click the down arrow to select the option.

### Soldier Points Summary

Federal and State awards added together can only equal max 75 points.  
Points may seem higher on this screen but max out at 75.

**Federal Awards** 75 [Update Federal Awards](#)  
**State Awards** 65 [Update State Awards](#)  
**Resident Crs Weeks** 19 [Update Resident Weeks](#)  
**Correspondance Crs Hours** 0 [Update Correspondance Hours](#)  
**Weapons Qual** 0 [Update Weapons Qual](#)  
**APFT** 66 [Update Apft](#)

**Mileage** 1 (0-50) ☐ Accept 1SG Position

Update Mileage and Ldr Position

If the soldier is in the grades of SFC or higher, they will have an additional option on their 4100-E. If they choose to accept selection to their Leadership position choice on 4100-E, place a checkmark in the provided box.

Step  
6

The screenshot shows a web form with a label "Mileage" in blue. To its right is a dropdown menu currently showing "1 (0-50)". Further right is a checkbox labeled "Accept 1SG Position". Below these elements is a grey button with the text "Update Mileage and Ldr Position".

After updating either of the two above boxes, you must click on the "Update Mileage and Ldr Position" button to save the changes.

f. Processing a soldier who declines or the command does not recommend

Step  
1

The screenshot shows the "Promotions System (EPS) Version 3.0" interface. At the top, there are tabs for "Worksheets", "Not Eligible Report", and "Points Summary Report". Below the tabs, there is a section titled "Accept/NCOES Only/Decline". This section contains a table of checkboxes for each soldier's status. The first six rows have "Accepts" checked. The seventh row has "NCOES Only" checked. The eighth row has "Decline" checked. The other checkboxes are unchecked.

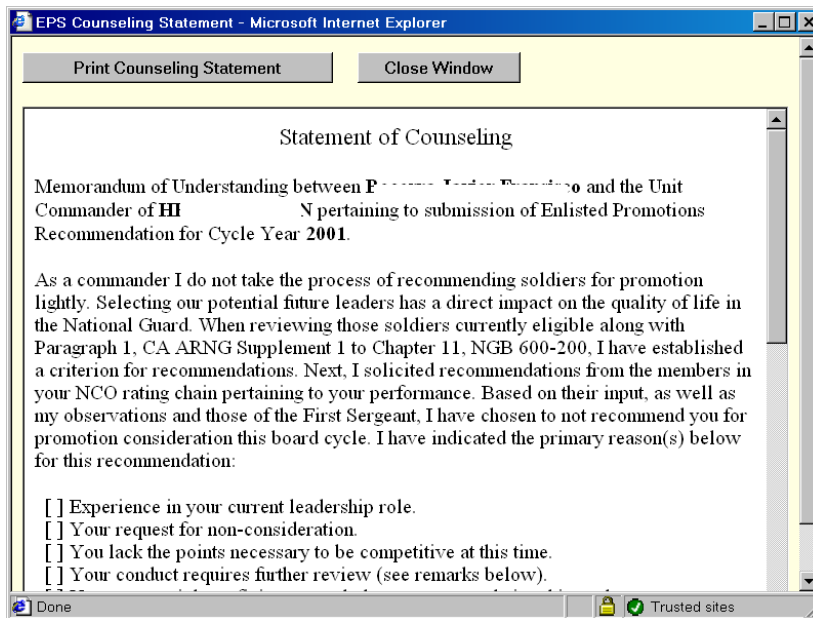
If the commander chooses to not recommend a soldier for promotion, or the soldier declines promotion consideration, click the Decline checkbox on the Eligibility page

Step  
2

The screenshot shows a "VBScript: Decline Warning" message box. It contains an information icon and the text: "You are declining to submit this soldier, you must print out the statement of counseling form and complete as indicated. If you selected this option in error then close the window and choose Accept for this soldier." There is an "OK" button at the bottom.

This will pop-up a message box. To change your choice follow the steps in the box, otherwise, click OK to continue.

Step  
3



Click the "Print Counseling Statement" button to print the statement. Once done, click the "Close Windows" button.

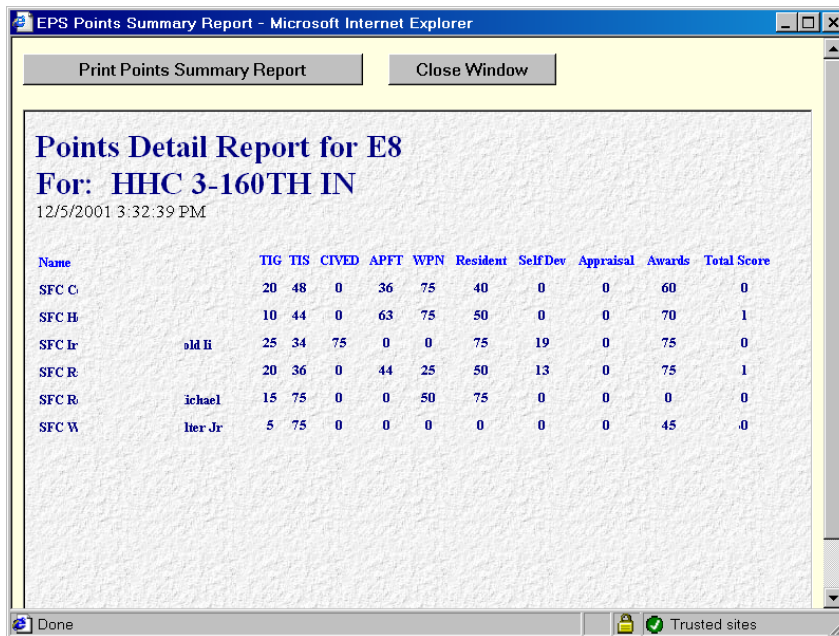
g. Generating the Points Summary Roster

Step  
1



Click on the "Points Summary Report" button

Step  
2



Print Points Summary Report    Close Window

**Points Detail Report for E8**  
**For: HHC 3-160TH IN**  
 12/5/2001 3:32:39 PM

| Name               | TIG | TIS | CIVED | APFT | WPN | Resident | SelfDev | Appraisal | Awards | Total Score |
|--------------------|-----|-----|-------|------|-----|----------|---------|-----------|--------|-------------|
| SFC C              | 20  | 48  | 0     | 36   | 75  | 40       | 0       | 0         | 60     | 0           |
| SFC H              | 10  | 44  | 0     | 63   | 75  | 50       | 0       | 0         | 70     | 1           |
| SFC Ir      old H  | 25  | 34  | 75    | 0    | 0   | 75       | 19      | 0         | 75     | 0           |
| SFC R              | 20  | 36  | 0     | 44   | 25  | 50       | 13      | 0         | 75     | 1           |
| SFC R      ichael  | 15  | 75  | 0     | 0    | 50  | 75       | 0       | 0         | 0      | 0           |
| SFC W      lter Jr | 5   | 75  | 0     | 0    | 0   | 0        | 0       | 0         | 45     | 0           |

Done    Trusted sites

To print the Points Detail Summary, click on the “Print Points Summary Report” button. Once completed, click the “Close Window” button.

Support: Please contact the following OTAG offices for support using this site:

- To obtain a CA-ARNG logon and password, please call (866) 264-3646 and select option 1,1,1
- To become an authorized user, please call your Senior Command or G-1 representative.
- To Navigate the system or general usage questions, please call the Enlisted Promotions Manager at (916) 854-3139.